

3-1 Project Initiation

Introduction

The OSFP Liaison Engineer strives to assist in the delivery of quality projects at all phases of project development. This is particularly the case in the project initiation stage when the sponsoring agency decides to go forward with a project and will proceed through the consultant selection process to begin project development. Because these initial activities are critical to promote success in future project stages, it is important at the project initiation stage for Districts and sponsoring agencies to engage the OSFP Liaison Engineer.

Districts and sponsoring agencies are strongly encouraged to take advantage of the Liaison Engineer's services when initiating special funded projects involving structures. The services provided by the Liaison Engineer at this time include assistance and expertise especially in the following areas:

- Request for Proposals or Qualifications
- A&E Contract Statement of Work
- Consultant Selection
- Project Kickoff Meetings

These areas are further discussed below.

Request for Proposal or Qualifications

The Liaison Engineer will assist in the development of the scope of consultant services associated with the structure work.

The Liaison Engineer will meet with the project sponsors to review and discuss site conditions and constraints, available project information, information regarding adjacent structures, and offer recommendations.

In addition to bridges, the Liaison Engineer will assist districts and sponsoring agencies with the development of scope of consultant services for special earth retaining systems, pump plants, buildings, moveable bridges, and other special structures.

A&E Contract Statement of Work

The Liaison Engineer will assist Districts and sponsoring agencies with the development of the structure portion of the Statement of Work for the Architectural and Engineering



Contract. This ensures that structure's project development phases, milestones, and related deliverables are clearly identified.

Consultant Selection

The selection of consultants that possess the knowledge, experience, and that have successfully demonstrated these qualities and capabilities on other projects will offer the greatest opportunity to achieve a successful project. The Liaison Engineers reviews projects prepared by many consultants statewide and will offer useful insight on their capabilities.

The Liaison Engineer will assist with the review of proposals or qualifications, ranking of consultants for interview purposes, and final selection of the most qualified firm.

Project Kickoff Meetings

The Liaison Engineer will participate in project the kickoff meeting. Once the consultant selection and contractual process is complete, a project kickoff meeting should be held with the project personnel who will be involved in the project. This should include key representatives from the sponsoring agency, the consultants, District functional units, as well as the Liaison Engineer.

The Liaison Engineer will share vital information necessary for project development, make all parties aware of Caltrans requirements for structure work, will provide input for determining the project schedule, and will establish vital communication links.

Summary

The goal of the project initiation effort is to identify the main project features early on; establish vital communication links with the project sponsors, District staff, Liaison Engineer, and consultant staff; develop accurate project schedules; and convey the project requirements for structures to the project team.

Early participation by the OSFP provides Districts and sponsoring agencies the opportunity to improve the quality and delivery of projects and while ensuring projects conform to Caltrans policies, standards and practices.